

MEMORANDUM

DATE: December 11, 1990

TO: Division of Shellfish Sanitation Staff

FROM: Cloyde W. Wiley, Director
Division of Shellfish Sanitation

THROUGH: Eric H. Bartsch, P.E., Director
Office of Water Programs

SUBJECT: Plants - Procedure - Documentation on Inspection Forms

As we all know, the appearance of not doing our jobs can be quite damaging to our effectiveness. This unfair perspective occurs to FDA, the press, etc. when we conduct an inspection and record few deficiencies, but verbally tell the operator to fix certain problems. The FDA may come in the next day and record these deficiencies, making our inspection report look like we have done very little. Remember, we are professionals charged with the mission of protecting the public health. If we do not document the thoroughness of our inspection we do not accomplish this mission.

This consequence of our actions requires that at least the following principles be followed:

1. All observed deficiencies shall be recorded on the inspection form during the inspection process. Do not return to the office and write up the report. Execute the inspection report on the site and discuss it with the manager. If you have a question as to whether a condition is a deficiency or not and it cannot be resolved at the plant by referencing the NSSP manual or the Division's regulations, write it down but don't debit points, then resolve the question when you return to the office.
2. Carry your copy of the NSSP manual and the Division's regulations with you in the car so that if a question does arise, you can go to your vehicle and refer to them. The more you use them. the more of an expert you will become in shellfish sanitation requirements.
3. No comments of praise such as "Good Job", "Nice Operation", shall be put on the inspection for. Give your praises verbally.

CWW:REC/teb